



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Volunteer Coordinator	Department: Teaching & Learning	Bargaining Unit: Clerical
Immediate Supervisor: Principal	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Principal, the Volunteer Coordinator is responsible for recruiting, training, monitoring, placing and motivating volunteers utilized within the building. Works with building personnel to identify volunteer needs and where volunteers can best provide assistance and support.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruits, screens, trains and motivates volunteers participating in the program. Collaborates and work with staff to determine their specific needs, where volunteers can best provide support and assistance, and assessing the best fit between needs and volunteer(s).
- Works with community groups and organizations to promote and foster participation in the volunteer program. Engages groups of retirees, Kiwanis members, senior citizens and college students interested in volunteering their time and efforts
- Meets with parents and promotes, fosters and encourages parent involvement. Meets with incoming Kindergarten parents to encourage parent and school involvement activities. Performs outreach activities such as preparing newsletters, articles and researches new approaches to involve parents in school involvement activities.
- Plans, coordinates and implements annual recognition events for volunteers and appreciation celebrations throughout the year.
- Serves as a liaison between volunteers and staff. Addresses concerns, handles differences or conflicts, replaces and/or reassigns or changes the placement of volunteers, as appropriate.
- Maintains office equipment and supplies in the volunteer workroom. Orders supplies and materials throughout the year to maintain the workroom.
- Documents and updates volunteer database. Records volunteer hours and sends confirmation letters to volunteer employers, college advisors, etc.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
X	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of district policies and procedures. • Fundamentals of computer use and productivity software. • Knowledge of community resources, community groups and organizations. • Operation and use of typical business equipment (i.e. laminators, copiers, computers, etc.). • Basic knowledge of district programs and services. • Fundamentals of community involvement programs, parent involvement and activities.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one year directly related work experience in community involvement and/or volunteer services.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a MN Driver's License.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Recruiting, screening, training and placing volunteers within district programs. • Performing public relations activities associated with promoting community involvement and parent involvement programs and services. Sponsors, facilitates and fosters school involvement and participation in parent organizations. • Establishing a rapport and meeting with community organizations, senior organizations, etc. to discuss and promote volunteer initiatives and discuss volunteer opportunities within the district. • Collaborating and working with building personnel and staff to identify volunteer needs, determine placement needs, and/or resolves differences or handles problems between volunteers and staff. • Planning, coordinating and making arrangements for volunteer recognition or celebration events. • Organizational skills. • Performing assignments under minimal supervision. 	



HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>This position performs job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.</p>
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit		X			Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature **Date**

Classification History:
Prepared 5/2015 by BCC; Updated 7/2015